



POLICY AND PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

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RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

Issued by: Fire Chief

Supersedes Policy No. 22-04

Authority: Montgomery County Code Section 21-2.(d)(4)

Effective Date:

Section 1. Purpose: To establish standard requirements and procedures that ensure all mobile and portable radio devices purchased for use within the Montgomery County Fire and Rescue Service (MCFRS) radio system are compatible with its 800 MHZ trunked radio system; that all mobile and portable radio devices operating on the radio system meet the functional requirements of the Montgomery County Fire and Rescue Service; and that only MCFRS authorized mobile and portable radios operate within its radio system.

Section 2. Applicability. This policy and procedure applies to all MCFRS personnel, and to the [purchase] acquisition and installation of all portable and mobile radio devices and their components that are to be used on or operated on, or to integrate with (collectively "used on" or operated on"), the radio system, or on [the] a radio system[s] of a neighboring jurisdiction[s] or partner agency[ies] of MCFRS.

Section 3. Definitions.

- a. **Department of Technology Services Radio Communications Services Section ("Radio Shop")**. The department of Montgomery County Government that provides radio communications services to the County's departments and agencies, and is responsible for operating and maintaining the 800 MHz trunked radio system.
- b. **Mobile or Portable Radio Device ("radio device")**. An MCFRS-approved mobile or portable radio device, attachment, or accessory operating on, or [purchased] acquired to be used [operate] on the radio system, or on the radio system of a neighboring jurisdiction or partner agency.
- c. **MCFRS Personnel ("member")**. For purposes of this policy, this term refers to all career and volunteer (LFRD) members of the Montgomery County Fire and Rescue Service.



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[c]d. **Montgomery County Radio System ("radio system").** The Montgomery County Fire and Rescue Service's 800 MHz trunked voice radio communication system, and [all] any ancillary radio systems [for the Montgomery County Fire and Rescue Service], including the VHF radio system.

[d]e. **MCFRS Telecommunications Manager.** For the purposes of this policy, [The] the individual, as authorized by the MCFRS Fire Chief, or the designee of that individual, who is responsible for the acquisition, procurement, configuration, and inventory management of all communications devices [owned and] operated [by] on a MCFRS radio system [as determined by the MCFRS Fire Chief].

Section 4. Policy.

a. All **radio devices** acquired to operate on or interface with the **radio system** must be [purchased] acquired through, or [sanctioned] approved in writing by, the Fire Chief or designee. Any radio device not acquired through, or approved in writing by the Fire Chief is prohibited from being used on the radio system.

b. [Only radio devices owned or authorized by the County, or purchased in accordance with Section 4.a. of this policy, will be programmed to operate on the radio system. Privately-owned radio devices are *specifically prohibited* from operating on the radio system.] Only the MCFRS Telecommunications Manager, the Radio Shop, or a vendor specifically approved in writing by the MCFRS Telecommunications Manager may program, maintain, modify, approve, test for compliance with MCFRS standards, install, remove, or upgrade any radio device used on the radio system.

c. All **radio devices** [purchased] acquired or approved (hereinafter collectively referred to as "approved") in accordance with Section 4.a. of this policy, must be maintained in compliance with the [industry] MCFRS Telecommunications Manager's standards. Before the Fire Chief approves of a radio device in accordance with Section 4.a. of this policy, and at all times afterwards, the MCFRS Telecommunications Manager [will assure that] is authorized to determine if [all] a radio device[s purchased in accordance with Section 4.a. of this policy are tested and maintained is in compliance] complies with [industry] the MCFRS Telecommunications Manager's standards. [Local Fire and Rescue Departments (LFRDs)] MCFRS members must provide to the MCFRS Telecommunications Manager, for testing and maintenance,[as required by the MCFRS Telecommunications Manager] any radio device[s] expected to



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operate on the **radio system**. [they own and operate for testing and maintenance, as required by the MCFRS Telecommunications Manager. LFRDs are wholly responsible for the costs to test, service, and maintain their radio devices.]

- d. When an MCFRS or LFRD vehicle that contains an approved **radio device** is placed out-of-service, each approved **radio device** in that vehicle must be removed *only* by the **MCFRS Telecommunications Manager**, the **Radio Shop**, or a vendor approved by the **MCFRS Telecommunications Manager**.
- e. When an MCFRS or LFRD vehicle is added to the MCFRS fleet, the entity adding that vehicle must ensure the provision of adequate funding to acquire any necessary radio device in that vehicle.
- f. The **MCFRS Telecommunications Manager's** issuance of a **radio device** is to a *specific authorized* riding position on apparatus, or to a *specific authorized* individual, based on that **member's** position within the MCFRS. The **radio device** does *not* transfer to, or with, an MCFRS **member**, even if that **member** is moving to another riding position on apparatus, or to a position within MCFRS that is authorized to be issued a **radio device**. When an MCFRS **member** is transferred or promoted/demoted into a position within MCFRS that is specifically authorized to be issued a **radio device**, the **MCFRS Telecommunications Manager** is authorized to issue a radio device to that **member**. When an MCFRS **member** whose position authorizes the **member** to be issued a **radio device** retires, transfers, or is promoted/demoted to a position *not authorized* to be issued a radio device, the **member** must return any **radio device** previously issued to the **member**, and obtain a receipt from the **MCFRS Telecommunications Manager** to document the **member's** return of the previously-issued **radio device**.
- g. Prior to purchasing or procuring mobile or portable radio devices, the Joint Health and Safety Committee must first study, review and evaluate the mobile or portable radio devices.
- [d. An LFRD may purchase additional radio devices in accordance with this policy, to equip apparatus to the allowable limits consistent with the table below, entitled "*Authorized Radios by Apparatus Unit Type*."]

[AUTHORIZED RADIOS BY APPARATUS UNIT TYPE



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Unit Type	Mobile Radios Allowed	Portable Radios Allowed
Boat Support	1	2
Brush Truck	1	2]
[Command Vehicle (Chief, D/C, A/C, B/C)	4 (1/Command OIC, 1/Vehicle)	2
Duty Vehicle	2	2
EMS Unit	2	2
Engine	1	6
Rescue Squad	1	6
Tanker	1	2
Truck	1	6 (7 for Tractor-Drawn Trucks)
Utility	1	1]

- [1. MCFRS specifically *prohibits* the purchase and use of additional radio devices to provide individual personnel or members with radio devices, for MCFRS Staff and Command Officers. Radio devices must be purchased *only* through manufacturer-authorized channels.]
- [2. When an MCFRS vehicle is decommissioned, all of its radio devices must be removed either by Radio Shop staff, or by a vendor who has been approved by the MCFRS Telecommunications Manager. Personnel and outside affiliates must not remove any MCFRS mobile radio device that operated on the radio system from an MCFRS vehicle.]
- [3. When procuring a vehicle to add to the MCFRS fleet (including an LFRD vehicle) that is *not* intended to replace any *existing* vehicle, adequate funding *must* be included to procure any radio device, consistent with the [minimum] requirements shown on the chart above, entitled “*Authorized Radios by Apparatus Unit Type.*”]
- [4. The MCFRS Telecommunications Manager will issue a radio device to a *specific riding position* on apparatus, or to an *authorized individual*, based upon that member’s *position* within the MCFRS. The radio device *does not transfer with a member*, even if that individual is moving to another position that is designated to be issued a radio device. When a member is transferred or promoted into an authorized position within the MCFRS, and that *position* is designated to be issued a radio device, the MCFRS Telecommunications Manager will issue the radio device. When that MCFRS member retires, transfers, or is promoted/demoted to/from a position designated to be issued a radio device, the member must return



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any radio device, and obtain a receipt from the MCFRS Telecommunications Manager for any issued radio device.]

- [5. Only the MCFRS Telecommunications Manager, the Radio Shop, or a vendor specifically authorized in writing by the MCFRS Telecommunications Manager, may program, modify, install, remove, or upgrade any radio device designated for use on the radio system.]

Section 5. Procedure.

- a. [Any LFRD that plans to purchase a] A radio device [for use] to be used on the **radio system** must be pre-approved by [contact] the **MCFRS Telecommunications Manager** [to arrange for that purchase].
- [b. The MCFRS Telecommunications Manager will verify that any radio device being purchased is consistent with the Table in Section 4.c. of this policy, entitled "*Authorized Radios by Apparatus Unit Type*," and that the Fire Chief has approved the response of the apparatus for which the radio devices are being purchased.]
- [c]b. Once [a] an approved radio device has been acquired, and provided to the MCFRS Telecommunications Manager [will then program it] to be programmed, the **MCFRS Telecommunications Manager** will program it in compliance with this policy, and return the **radio device** to the [LFRD] authorized MCFRS member, ready for use on the **radio system**.
- [d]c. [An LFRD that owns] Any MCFRS member who is assigned a radio device, or who is authorized to operate an approved radio device on the radio system, must notify the **MCFRS Telecommunications Manager** [when it plans to] if the [permanently dispose of, or take the] radio device is to be permanently removed from, or taken out of service, and must give [it] the radio device to the **MCFRS Telecommunications Manager** to disable it from operating on the **radio system**.
- d. All MCFRS members must comply with all County and MCFRS policies related to information resources regarding the use of a radio device and the radio system.



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Section 6. Implementation and Enforcement. The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

Section 7. Effective Date. This policy is effective on

Approved:

Richard R. Bowers, Fire Chief
Montgomery County Fire and Rescue Service

Date